



SCHOOL *for the* Deaf & Blind

giving kids the building blocks to independence

3911 CENTRAL AVENUE
Great Falls, Montana 59405
406.771.6000 V/TTY
406.771.6164 FAX
www.msdb.mt.gov

DEPARTMENT: Montana School for the Deaf and the Blind

DIVISION: Residential

JOB TITLE: LPN/RN Substitute

START DATE: Immediately

LOCATION OF JOB: Montana School for the Deaf and the Blind

STARTING SALARY: \$11.75/hr

SUPPLEMENT REQUIRED: No

STATUS: Substitute, one/day scheduled/wk-varied shifts

PAY GRADE: N/A

POSITION NUMBER: 51398311

BARGAINING UNIT: MEA/MFT

CLOSING DATE: open until filled

TYPICAL DUTIES:

To provide routine and/or immediate medication/treatment distribution of medication and treatments. Meet total healthcare needs of residential students (Dr, DDS, Optical appt/nutritional, meds, etc.) and routine, PRN medical care for day students; keep communication with parents, by acting as a liaison between students and parents. Assist staff and visitors with PRN medications.

Must be able to correctly apply or administer treatments such as skin care, suctioning, nebulizers, oxygen, and tube feedings. Knowledge and care of prosthetics and different types of enteral feeding methods.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of growth and development of children, especially with disabilities; knowledge of medications/effects; computer skills; med sheets, monthly reports.

Willingness to learn sign language; communicate with parents of children; skill using medical instruments-suction machines, nebulizers, different types of injections, intramuscular subcutaneous tube feedings; ability to work with special needs kids/sensory impaired and multihandicapped children; ability to learn and perform MANDT on students who are violent; ability to remain calm in emergency or stressful situations.

Good written and listening skills. Good verbal skills with ability to ask questions appropriately in order to obtain needed info. MUST maintain confidentiality.

EDUCATION AND EXPERIENCE:

Graduated from an accredited nursing program and have passed NCLEX exam; CPR certification; knowledge of Universal Precautions.

SPECIAL INFORMATION: *MSDB IS A RESIDENTIAL SCHOOL FOR CHILDREN.* Grades encompassed in this program include elementary, middle school, and high school levels. The schedule may also be adjusted temporarily or permanently for reasons such as training, meetings, student needs, agency needs, emergencies, etc.

This agency has been declared a non-smoking environment extending to the entire campus; there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. ***It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with this agency, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint-based national criminal history background check conducted by the Federal Bureau of Investigation prior to consideration of the recommendation for employment.***

Additionally, an “Applicant Release Form” must be completed and signed as part of the application.

EQUAL EMPLOYMENT OPPORTUNITY — It is the policy of the State of Montana that state government is an equal employment opportunity employer; does not discriminate in employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs; and implements and maintains an effective equal employment opportunity program.

BENEFITS — State employees working at least half-time are also provided paid health, dental, vision, and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees’ retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth or adoption) leave and for immediate family illness care.

REASONABLE ACCOMMODATIONS — Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If an accommodation is needed to participate in any selection process, make arrangements well in advance of the process. A description of the selection process and the essential job duties is included in the vacancy announcement. TTY users may call the department TTY number if available or use the relay service by dialing 711.

EMPLOYMENT PREFERENCE - The Veterans Public Employment Preference Act and the Persons with Disabilities Public Employment Preference Act provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an Employment Preference Form, PD-25A, available through your local Montana Job Service Workforce Center or the State of Montana Employment Information Website at: <http://mt.gov/stateiobs/stateiobs.asp> . You must also provide the appropriate documentation of eligibility with the application. The required documentation may include a DD~214; a document issued by the Office of the Adjutant General of the Montana National Guard certifying service; or a PHHS Certifications of Disability form. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service Workforce Center.

IMMIGRATION REFORM AND CONTROL ACT — In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documentation that he or she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver’s license or other picture ID., a United States Passport, Certificate of Naturalization, a Permanent Resident Card, an Alien Registration Receipt Card (Green Card) or a Resident Alien Card.

MONTANA COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT — In accordance with the Montana Compliance with Military Selective Service Act, men selected for state government employment must produce documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a man was not required to register, or information showing by a preponderance of evidence that a mans failure to register with Selective Service was not done knowingly or willfully.

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. For more information go to: <http://www.msdb.mt.gov/about/job-opportunities.html>. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 12/05). Portions of the application may be photocopied if legible.
2. Letter of reference from a previous employer (1 letter of reference).
3. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
4. Signed and dated Applicant Release of Information form.

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Students, parents, employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the School Compliance Officer and Title IX/EEO Coordinator, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000.